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15 December 1954

~~SECRET~~ CONFIDENTIAL

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT : Additional Briefing Material for Clark Committee

REFERENCE : Secret memo from AD/O dated 27 November 1954,  
subject as above.

1. Attached is the report of the Office of Training containing additional briefing material for the Clark Committee as requested in referenced memorandum.

2. The functional statements contained in Tab A are based on the organizational structure of the Office of Training effective 1 December 1954. This structure provides for a Director of Training, Deputy Director of Training, Plans and Research Staff, Assessment and Evaluation Staff, Support Staff, and four Schools. The Schools represent a consolidation of the eight Divisions which formerly conducted or arranged all training courses and programs. The Schools do not have branches since each has a faculty of instructors to conduct all courses assigned to that School.

3. The personnel figures shown in Tab B are based on the end strength of 31 October 1954 adjusted to the organizational pattern of 1 December 1954. Budget figures for Fiscal Year 1955 have likewise been adjusted to the new structure.

4. Publications, digests and manuals prepared by the Office of Training are included in Tab D.

MATTHEW BAIRD  
Director of Training

Attachment:  
OIR Report for Clark Committee

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